

CHECKLIST FOR A RESIDENTIAL CARE OR ASSISTED LIVING FACILITY LICENSE

Use this checklist to track what you send to the Bureau of Facility Standards. This form is for your use only and need not be returned. Additional information and guidelines are available at www.facilitystandards.idaho.gov The application process is to be completed within 6 months of the date the application is initially submitted.

Note: *If your proposed building is currently in operation as an existing licensed residential care or assisted living facility, the Bureau of Facility Standards must be notified at least ninety (90) days before the change of ownership.*

REQUIREMENTS		Date Completed
APPLICATION PART A		
STEP 1	Thoroughly read and review Title 3, Chapter 22, <u>Residential Care or Assisted Living Facilities in Idaho</u> and Idaho Code Title 39, Chapter 33, <u>Idaho Residential Care or Assisted Living Act</u> .	
STEP 2	Send us a completed Application Part A.	
STEP 3	Send us the \$500 fee for the building evaluation. Make your check payable to "Facility Standards Bureau – DHW." DO NOT SEND CASH!!	
STEP 4	Send us a detailed floor plan for your facility (include all room measurements), or send us a copy of the blueprints. If you are planning new construction, consult with Facility Standards throughout the construction process.	
BUILDING EVALUATION		
Note: <i>Give 90 days notice for building evaluation with at least 45 days to schedule the evaluation</i>		
STEP 5	Staff from this office will schedule and conduct an evaluation of the building. Make any corrections as directed in the building evaluation letter.	
POLICIES AND PROCEDURES		
Note: <i>Allow 45 days for review</i>		
STEP 6	Send us a complete set of your policies and procedures. A review worksheet is included in the application packet for minimum acceptable policies and procedures. Your policies and procedures must be approved by this office before a license will be issued.	
APPLICATION PART B		
STEP 7	Send us a completed Application Part B.	
STEP 8	Send us a copy of the proposed administrator's Residential Care Administrator License.	
STEP 9	Send us a copy of the Articles of Organization or Certificate of Assumed Business Name from the office of the Secretary of State.	
STEP 10	Send us a copy of the Lease Agreement, Purchase Agreement, or Warranty Deed. If changing ownership of an existing licensed facility, DO NOT sign the lease/closing documents until the date the Department issues you a license.	
FINAL BUILDING EVALUATION/RELEASE OF BUILDING		
Note: <i>Allow at least 30 days to schedule</i>		
STEP 11	Release of your building by Facility Standards for continuation of the licensing process. Note: a license must be issued to the facility before residents may be admitted.	